



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Health Program Manager

FLSA: E

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs work of considerable difficulty in managing and coordinating all public health programs and activities within the Navajo County Health Department; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises staff and programs such as TEPP, Physical Activity – Coronary. Holds staff meetings regularly.
- Completes records and reports; sends reports on a quarterly basis to the state. Reviews goals and progress toward the goals to report.
- Meets with coalitions, businesses and community members for obtaining program needs and to coordinate resources.
- Reviews budgets and signs documents for personnel and financial purposes. Assesses and plans future financial needs and spending for health programs. Assists with grant submissions and administration.
- Prepares reports regarding health issues and planned courses of action for programs such as unhealthy habit cessation workgroups.
- Coordinates with staff of other health programs within the health district with regard to mutual clients and other mutual issues of concern.
- Provides training to new staff and ongoing educational development for all staff.
- Tracks clients, services provided, action plans, and client reports for quality and appropriate services.
- Approves staff time sheets and leave time.
- Attends meetings and events regarding health issues to stay current.
- Travels between County sites for meetings and to oversee programs.

Knowledge and Skills:

- Knowledge of the principles, practices and trends of public health administration.
- Knowledge of laws codes, ordinances and standards pertaining to public health and preventative medicine.
- Knowledge of principles of grant writing, grants administration and specialized grant fund reporting requirements and procedures.
- Knowledge of principles and practices of supervision.
- Skill in analyze the needs of the department and County; developing short and long range plans.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

Bachelor's Degree in Public Health Administration, Nutrition or related field; AND three years experience working in a health field including one year of supervisory experience; AND a valid driver's license; OR equivalent combination of education, training and experience.